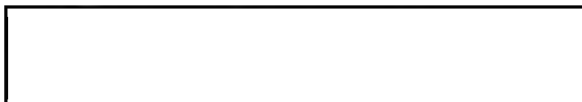


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DD/S 64-3386



25X1

17 June 1964

MEMORANDUM FOR: Special Planning Assistant to the DD/S  
THROUGH : Director of Communications  
SUBJECT : Government Economy  
REFERENCE : (a) Memo to SPA-DD/S from [redacted] dated 11 December 1963, subject as above  
(b) Memo to SPA-DD/S from [redacted] dated 5 February 1964, subject as above

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1. Reference memoranda set forth economy actions, including the following:

a. Reduction in switchboard service within current requirements with an overtime saving at the rate of \$3,000 annually.

b. Reduction in IBM equipment through modification of other equipment, resulting in release of one, 402 Model at the rate of \$2500 annually.

c. Acquiring of access items without cost [redacted] now totalling \$101,500, in an effort to avoid purchases of items for EP or normal use which are available through excess channels.

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d. Various improvements resulting in effective handling of increased workloads within the limited personnel ceiling.

2. Subsequent to Reference (b) improved management and economy measures include:

✓ a. Arrangements [redacted] for use of their bulldozer in clearing brush and trees [redacted] resulting in a savings of about \$3,000.

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? b. A special Suggestion Awards contest [redacted] urging suggestions for economy and management improvement, which resulted in 13 entries currently being analyzed. Copy of [redacted] is attached for ready reference.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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**SUBJECT:** Government Economy

c. Coordination with Operating Components has been effected in order that the same transportation facilities arranged by one element may be utilized by other Components.

d. Food requisitions are now prepared on Vendors' forms, resulting in time savings on each weekly order.

e. Form letters are now used as follow-up on priority items requisitioned, resulting in savings in telephone calls and overtime. The written communications has also proven more effective.

f. Stock items were reviewed and some reduction effected in total items stocked.

g. Arrangements were made to coordinate delivery of food items from outside Vendors with internal deliveries resulting in eliminating four trips weekly [redacted] and corresponding man hours. [redacted]

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h. Trips between Stations have been reduced further by arrangements with maintenance personnel to deliver items as they proceed to their maintenance assignments in the various areas.

i. Through arrangements for unloading assistance by the receiving [redacted] station, only one warehouseman is now dispatched with the delivery truck, resulting in savings of approximately five man hours per week.

j. Arrangements were made to move certain DD/P vital records in the Records Center from cabinets into a shelving area, effecting release of ten IBM cabinets costing \$1,745.

k. Arrangements were made with the Personnel Office of [redacted] whereby the [redacted] Personnel Office will coordinate with them to prevent the duplicate processing of applicants.

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l. Further adjustments have been made in the Guard scheduling to reduce overtime cost to the minimum.

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**DISTRIBUTION:**

Orig. & 1 - Addressee  
1 - Chief, OC/Admin

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